



MEMORANDUM

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TC

Agenda Item No. 6 (A)

TO: Honorable Chairperson Dennis Moss
And Members of the Transportation
Committee

DATE: September 19, 2003

FROM: Kay M. Sullivan, Director
Clerk of the Board

SUBJECT: Approval of Commission
Committee Minutes

The following Clerk's Summary of Minutes are submitted for approval by the Transportation Committee:

May 27, 2003

Attachment
KMS/js

**CLERK'S SUMMARY OF AGENDA ACTION
AND OFFICIAL MINUTES
TRANSPORTATION COMMITTEE MEETING
MIAMI INTERNATIONAL AIRPORT
MAY 27, 2003**

The Transportation Committee convened at 2:12 p.m. in the 4th Floor Auditorium, Concourse A, Miami International Airport, there being present Chairperson Dennis Moss, Commissioner Martinez (The following member was late: Commissioner Bruno Barreiro); (Commissioners Diaz, Ferguson and Morales were absent); Assistant County Bill Johnson; Assistant County Attorney Abigail Price-Williams; Miami-Dade County Aviation Department Director Angela Gittens; and Deputy Clerk Jovel Shaw.

The following support staff members were present:

Messrs. Carlos Bonzon, Deputy Aviation Director, Capital Improvement Program; Steve Baker, Deputy Aviation Director; Narinder Jolly, Assistant Aviation Director, Facilities Development; Mark Massman, Dade Aviation Consultants; and Delmar Whittington, Manager, Contracts Administration.

I. OPENING AND INTRODUCTIONS

Chairperson Moss called the meeting to order at 2:12 p.m. and welcomed the Committee members to today's meeting.

Upon the Assistant County Attorney Price-Williams' advice that no quorum was necessary to present and discuss the report on today's agenda, Chairperson Moss proceeded with the reports.

II. DISCUSSION ITEMS

a. Aviation Current Events – Angela Gittens

Ms. Gittens provided an oral update on aviation current events and highlighted the following issues:

- The Miami-Dade Aviation Department (MDAD) April budget,
- the current Miami International Airport (MIA) traffic conditions and program,
- the expenditure restrictions to staff,
- the Executive Retreat held in February 2003,
- the reduction at American Airlines, Air Jamaica and others,
- problems with rabbits and turkey vultures at MIA,
- the establishment of the Aviation Ad-Hoc Committee,
- the Minimum Wage Preemption Bill (CS/SB 54) legislation and the impact of this requirement for particular services provided at MIA airport,

- the press conference to be held by the Mayor to uphold the County's Living Wage Ordinance and position on the issue,
- the \$6 million Bond issue,
- the MDAD student internship and volunteer program for the Summer,
- the creation and implementation of the Department of Homeland Security - United States (US) Visitors Program and the designation of an area to process foreigners due to the volume of international flights.

During discussion of the foregoing item, Chairperson Moss pointed out the committee meetings would be coordinated to include representative from the airline industry.

In response to Chairperson Moss' inquiry regarding additional resources being sought to assist in the implementation of the US Visitors Program, Ms. Gittens stated additional resources were being sought by staff and funding was needed for Phase 1 development of a prototype small jet operation by Safrie Aircraft, a manufacturer at the Opa-locka Airport.

During discussion of Agenda Item 2A, Chairperson Moss requested that the next scheduled Transportation Committee meeting be held at the Opa-locka Airport to discuss general aviation airports. He asked that representatives from the airline industry be notified and invited to attend.

Chairperson Moss noted other meetings would be scheduled at Tamiami and other airports.

Ms. Gittens discussed an article that appeared in the newspaper regarding the Department of Transportation (DOT) Inspector General Audit, which identified five airports, including Miami-Dade County was an audit on Federal Aviation Administration (FAA) oversight and who has notified MDAD of potential violations of the County's grant insurance. Ms. Gittens indicated that the FAA was seeking payment plus interest for the County's agencies underpayment for rental of airport facilities at less than fair market value, promotional expenses unrelated to airport purposes and administrative overhead reimbursement in excess of allowable amounts. She informed the Committee that staff was working with the Office of Management and Budget to provide information to justify expenditures in order to correct the improper charges.

Ms. Gittens informed the members of the Committee that Mr. Gene Courtney would replace Mr. Mark Massman and thanked him for his service.

Chairperson Moss noted the Procurement Management Policy Subcommittee was currently deliberating countywide procurement management. He stated any recommendations regarding procurement from this Committee would be forwarded to the Subcommittee for consideration. There was an interest on how procurement was being handle by the Miami-Dade Aviation Department and other County departments would be reviewed prior to any consideration being given to the Aviation department.

Ms. Gittens informed the Committee that she spoke with Commissioner Sosa regarding her intent to schedule a workshop to discuss procurement countywide.

b. Current Contracting Process and Recommendations for Improving and Expediting the Process

Mr. Whittington provided an overview of the current contracting process and recommendations for improving, and expediting the process. He reported the process for advertising and the actual award of bids was reduced from 382 days to 181 days, and noted it was determined that several steps in the process could be performed concurrent with other activities, which would help reduce the duration.

Mr. Whittington also reported on the recommendations for improving and expediting the process that were outlined in the report. He highlighted Ordinance No. 00-104 that limited the funded capital improvement construction projects, which excluded the procurement of goods or services such as security equipment, telecommunications services and retail concessions. Mr. Whittington noted staff's recommendation that an expedite ordinance similar to Ordinance No. 00-104 be approved for MDAD to include all funded procurement projects such as security equipment, telecommunication services, retail concessions, and funded capital improvement construction projects. Mr. Whittington stated MDAD staff would be working in cooperation with Capital Improvements Construction Coordination (CICC).

Mr. Whittington reported on the additional security requirements mandated as a result of the September 11, 2003, incident and the requirement of architectural/engineering and their employees in the Equitable Distribution Program (EDP) to perform work in the Security Identification Display Area (SIDA) or any other secured area of MIA. He pointed out these employees must complete the SIDA training program and obtain an Aviation Department issued identification badge. Mr. Whittington concluded by stating that the MDAD recommended authority be given to establish a pool of EDP consultants for MDAD.

Mr. Whittington discussed the Architectural/Engineering (A/E) Selection Process – Administrative Order No. 3-33 that was lengthy and cumbersome. He noted concerns raised by County employees pertaining to the past performance evaluations that are completed on-line and the registration of the employee social security number in order to utilize the central registration system. The employees were concerned with identity theft.

Responding to concerns that employee social security numbers would be posted on the Computer Contract Document Tracking (CAT) System, Chairperson Moss recommended that employee identification numbers be created for each County employee and posted on the CAT, in lieu of social security numbers. He suggested that the software be modified to accommodate that request in coordination with the Chief Information Officer Randy Witt.

Mr. Whittington noted MDAD recommended that the Transportation Committee meet at least twice a month.

Chairperson Moss welcomed Commissioner Barreiro to today's meeting.

Discussion ensued among Committee members and staff regarding the creation of an expedited ordinance and the process for consideration of procurement items.

Mr. Whittington reviewed attachment #3, which outlined the schedule and deadlines for submittal of agenda items to the Transportation Committee and the Board of County Commissioners meetings.

Following discussion of tracking documents, Chairperson Moss requested a report on the feasibility of utilizing the Computer Contract Document Tracking System (CAT) countywide.

Assistant County Manager Bill Johnson noted at the next Transportation Committee meeting Department of Procurement Management Director Theodore Lucas would provide an overview of the e-Government technology for on-line registration and Procurement Reform.

Commissioner Barreiro suggested that prior to any County bids being advertised the invitation to bid should be publicized via the Internet for comments to reduce the number of addendums and bid protests.

Discussion ensued in connection with the reduction of time from the bid advertisement to the bid award for MDAD procurement projects.

c. CIP Project Renderings

In response to concerns raised at the last Committee meeting regarding the Capital Improvement Program (CIP) projects, Mr. Jolly presented a slide presentation entitled, "CIP Major Projects" which outlined Miami International Airport (MIA) expansion and renovation.

III. RECAP OF ACTION ITEMS

Chairperson Moss thanked each of the Committee members for attending today's meeting. He commended staff for their excellent presentations.

IV. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 4:11 p.m.

Chairperson Dennis Moss